



United States Department of Agriculture

## **U.S. Department of Agriculture and the Office of the U.S. Trade Representative**

### **Agricultural Technical Advisory Committee for Trade in Processed Foods**

## **CHARTER**

#### **1. Committee's Official Designation**

Agricultural Technical Advisory Committee for Trade in Processed Foods

#### **2. Authority**

The Agricultural Technical Advisory Committee for Trade in Processed Foods (hereinafter the "Committee") is established by the Secretary of Agriculture and the United States Trade Representative as delegated by Executive Order 11846, dated March 27, 1975. It is established pursuant to the Federal Advisory Committee Act (FACA) (5 U.S.C. App.) and section 135(c)(1) of the Trade Act of 1974, as amended.

#### **3. Objectives and Scope of Activities**

The Committee's objectives and the scope of its activity are as follows: (A) The Committee will advise, consult with, and make recommendations to the Secretary of Agriculture and the United States Trade Representative on matters that are of mutual concern to the United States and to its consumers, producers, processors, and traders of processed foods in connection with the trade policy activities undertaken by the United States. (B) The Committee will provide advice and information regarding trade issues that affect both domestic and foreign production and trade concerning processed foods. The Committee will furnish advisory opinions and reports regarding trade policy as requested by the Secretary of Agriculture and the United States Trade Representative, or their designees.

#### **4. Description of Duties**

The Committee will meet solely for advisory purposes, unless otherwise specifically provided for by statute or Presidential directive.

#### **5. Agency or Official to Whom the Committee Reports**

The Committee shall report to the Secretary of Agriculture and the United States Trade Representative.

**6. Support**

The Foreign Agricultural Service will provide administrative and other necessary support for the Committee.

**7. Estimated Annual Operating Costs and Staff Years**

The estimated operating cost of the Committee is \$18,520 for fiscal year 2011 and \$18,520 annually for fiscal years 2012 through 2014. The estimates include all public funds to be spent by or on behalf of the Committee.

**8. Designated Federal Officer**

A permanent Federal employee appointed in accordance with agency procedures, will serve as the DFO. The DFO (or alternate DFO) will approve the advisory committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

The Secretary of Agriculture and the U.S. Trade Representative, or their designees, shall be responsible for the prior approval of the agenda for all full Committee meetings.

**9. Estimated Number and Frequency of Meetings**

The Committee will meet at the call of the Secretary of Agriculture and the United States Trade Representative through the DFO, depending on the level of activity in trade agreements and other matters concerning the administration of trade policy, the needs of the Secretary of Agriculture and the United States Trade Representative, and the activity of the technical-level committees.

**10. Duration**

Continuing.

**11. Termination**

The Committee is expected to operate under the terms of this charter for 4 years. The Committee will not meet when the charter terminates in four years from the date of establishment, unless the charter is renewed.

**12. Membership and Designation**

Equal opportunity practices in accordance with the United States Department of Agriculture (USDA) policies will be followed in all appointments to the Committee. To ensure that the recommendations of the Committee have taken into account the needs of the diverse groups served by USDA, membership shall include to the extent possible, individuals with demonstrated ability to represent minorities, women and persons with disabilities.

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

This Committee will be fairly balanced in its membership in terms of the points of view represented and the functions to be performed. The Secretary of Agriculture and the United States Trade Representative shall appoint members jointly, and the Committee shall be of sufficient size to be reasonably representative of U.S. organizations and persons interested in the respective agricultural commodities. Members shall serve at the discretion of the Secretary of Agriculture and the United States Trade Representative. The members will normally come from entities with an interest in agriculture, and will serve as Representatives, presenting the views and interests of U.S. entities that have interests in the subject matters of the committee. However, should a member be appointed primarily for his or her expertise, and not solely as a representative of an interest group, he or she shall be designated as a Special Government Employee..Of these members, one will be elected by the majority of the Committee to become the chairperson. The chairperson should be one who is recognized for their ability to lead a group in a fair and focused manner. A co-chairperson may be assigned by the Committee, especially to facilitate their transition to become the chairperson in the future.

Members shall serve without reimbursement for travel or travel-related expenses, except that members may be provided meals or refreshments while engaged in the performance of their duties away from their homes or regular places of business in accordance with the Invitational Travel Statute (5 U.S.C. 5703) and the Federal Travel Regulation (41 C.F.R. chapters 301-304).

#### **12a. Ethics Statement**

All members will be trained to avoid any actions that would cause the public to question the integrity of the Committee's advice. Members are not subject to ethics laws if they are appointed to represent the point(s) of view of a particular group or segment of the public. Special government employees (SGEs) are subject to ethics laws if they are

appointed because of their personal knowledge, background or expertise. No SGE may participate in any activity whereby the member has a direct financial interest. The USDA will assist SGEs in disclosing their financial interest and will provide ethics training on an annual basis. The provisions of this paragraph are not meant to cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

**13. Subcommittees**

The Foreign Agricultural Service in consultation with the United States Trade Representative has the authority to create subcommittees. Subcommittees must report back to the parent committee, and must not provide advice or work products directly to the Agency.

**14. Recordkeeping**

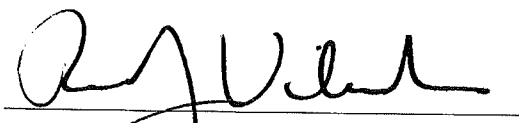
The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. Except as provided for in the Trade Act, 19 U.S.C. 2155 (f), these records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. Information about this Committee is available online at:

<http://www.fas.usda.gov/itp/apac-atacs/advisorycommittees.asp> and  
<http://fido.gov/facadatabase/databasesearch.asp>

**15. Filing Date**

Click here to enter text. To be entered by the CMO, based on the date the charter is submitted to Congress. This date is estimated to be no more than 45 days after the Agency initially approves the charter.

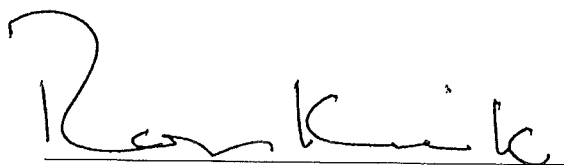
Approved by:



Secretary of Agriculture

JUN 9 2011

Date



United States Trade Representative

6/6/11

Date